



**MAIN STREET
& CVB**

**North Pole Stroll
Vendor Application
Saturday, 12-6-2025
10:00 am - 2:00 pm
\$45 without electric
\$50 with electric
Food Vendors: Additional \$25
Temporary Food Permit**
Check or money order must be payable
to the **Downtown Business Alliance**,
P.O. Box 591, Seguin, Tx 78156



Name of individual/business: _____

Contact Person: _____

Mailing address _____

City _____ State _____ ZIP _____

Email address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Texas Sales and Use Tax Permit Number: _____
(COPY OF PERMIT MUST BE ATTACHED)

Arts & Craft Item(s) to be sold:

Food Items to be sold: (FOOD VENDORS are limited to selling three food items; Potential to sell more if there is a lack of food vendors. Do not include beverages as one of the three food items):

1) _____ 2) _____

3) _____

**City of Seguin, Main Street Program
P.O. Box 591, Seguin, Texas 78156
Phone (830)401-2475, Fax (830)386-2532, cmclain@seguintexas.gov**

BEVERAGES: _____

Number of booths requested: _____ *Electric: Yes ☐ No ☐

*Refer to vendor guidelines for electrical outlet access. Please list items to be plugged into outlets:

If you require more than 110 outlets you must provide a 14-gauge, three prong extension cord and plug into the electric panels.

Vendor applications will be accepted on a "first-come, first-served" basis with selection based on items to be sold, receipt of a signed and complete application, payment, and the following:

- All vendors must submit a copy of their Sales Tax Permit – for further information see attached Vendor Guidelines.
- Food vendors who do not have an annual permit are required to apply for a Temporary Food Permit. See attached vendor guidelines, Temporary Food Establishment Requirements, and website to apply.
- IRS 501(c)(3) non-profit organizations must provide proof of exemption.

If your application is denied it will be returned to you within 14 - days from the date received, otherwise your application has been accepted and confirmation will be emailed to you one week prior to the event.

Vendor releases and holds harmless the City of Seguin and Downtown Business Alliance of Seguin and acknowledges that the City of Seguin or Downtown Business Alliance of Seguin is not responsible for loss or damage, or for any personal injuries to booth workers. I have read, understand, and agree to abide by the attached vendor guidelines.

Signature

Date

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VENDOR GUIDELINES

In order to ensure the integrity of our show the Main Street Program has adopted Vendor Guidelines and Requirements for North Pole Stroll. All vendors participating in the show agree to abide by the Vendor Guidelines and Requirements as set forth below. Vendors not following these guidelines may be excluded from participating in future shows.

DESCRIPTION OF ITEMS TO BE SOLD: In order to ensure a good mix of items, vendors selling the same or similar item will be limited. List and describe food items to be sold on the application. Vendors will only be allowed to sell items listed on the application unless prior approval has been received from the Main Street Program or Downtown Business Alliance. No glass beverage containers are allowed.

VENDOR SELECTION: Vendor applications will be accepted based on items to be sold, receipt of a signed and complete application along with payment. Applications are accepted on a "First-Come, First-Served" basis. Vendor selection will be limited at the discretion of staff to ensure that a range of price and variety is offered. If denied your application and payment will be returned to you within 14 days from the date received by the Main Street Program. Political campaigning of an individual candidate is not allowed.

BOOTH FEES: 10' x 10' booth with no electric \$45; 10' x 10' booth with electric \$50 with ONE OUTLET on a 110-duplex plug*. Unless you hold an annual permit with the City of Seguin, food vendors are required to apply for a Temporary Food Permit in the amount of \$25 which is non-refundable. Booth fees and deposits are non-refundable unless written cancellation is received by the Main Street Program at least 21-days prior to the show.

FOOD VENDORS FEES: In addition to the booth fee listed above, unless you have an annual food permit, all food vendors will be required to apply online for a Temporary Food Permit no later than two weeks prior to the show. The cost for the Temporary Food Permit is \$25 and is non-refundable. See additional guidelines listed below. The following is the link to apply: https://eportal.seguintexas.gov/energov_prod/selfservice#/home.

PAYMENT: Payment in full is due – NO APPLICATIONS WILL BE RECEIVED WITHOUT PAYMENT - NO EXCEPTIONS!! Check or money order for the booth (\$45/\$50) must be payable to the Downtown Business Alliance, and mailed to Main Street Program, P.O. Box 591, Seguin, Texas 78156. Fees and deposits are non-refundable unless written cancellation is received by the Main Street Program at least 21-days prior to the show. The \$25 Temporary Food Permit will be paid online when applying for the permit.

FOOD VENDOR GUIDELINES: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease, or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks, or pavement. All cooking equipment, including BBQ grills, stoves, fryers, and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease, or other equipment is allowed that will burn or damage the grass or pavement. See attached additional Food Establishment Requirements. If you have questions regarding the Temporary Food Permit call Environmental Health at 830-401-2432 or 830-386-2214.

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SET UP/ARRIVAL DEADLINE: When you arrive unload your vehicle immediately and move your vehicle to allow other vendors access to their booths. Vendor agrees to provide own tables, chairs, tent, canopy, trash can and necessary equipment and be responsible for booth operations. No stakes will be allowed in the ground or on the street. No tarps or carpets may be placed on the grass. All food vendors must abide by the attached Food Vendor Requirements. Vendor spaces are marked on the curb or street. Vendors must stay within the space marking and are guaranteed a 10' x 10' space unless specifically indicated. Vendors are not allowed to place items, displays, etc. in front of their booth which blocks visibility or access to the booths next to theirs without permission. Vendors will receive confirmation one-week prior to the show. Vendor agrees to be set up by 10:00 am and must remain until 2:00 pm. Absolutely no vehicles are allowed in the show area during operating hours.

ELECTRICAL OUTLETS: Electricity is limited to certain locations. It is available on a "First-Come, First-Served" basis. Only one (1) outlet on a 110 duplex plug is available per booth space. IT IS IMPERATIVE THAT THE OUTLET(S) NOT BE OVERLOADED. Use of hot plates, crock pots, toaster ovens, and warmers, etc. is not recommended as electrical outlets do not work well with devices that have heating elements. The use of these devices requires special approval and must be indicated on the application. If a problem with an electrical outlet develops IMMEDIATELY notify the staff person on duty. For those of you who require more than 110 outlets you must provide a 14 gauge, three prong extension cord and plug into the electric panels.

WATER: There are no water spigots available; VENDORS MUST BE SELF-CONTAINED.

SALES TAX ID: Vendor is responsible for collecting and reporting 8.25% sales tax collected in Seguin, Guadalupe County. Along with the application you must submit a copy of your sales tax permit which must also be displayed in your booth the day of the show. Permits can be acquired through the Texas Comptroller of Public Accounts Office at the following website <http://www.window.state.tx.us/taxinfo/sales/> or call 1-800-252-5555.

VENDOR TEARDOWN: Vendor must remain set up during the entire show. Vendor agrees to remove all items immediately after the event. ALL TRASH, INCLUDING EMPTY BOXES AND PACKING MATERIALS, MUST BE REMOVED FROM THE PROPERTY OR DISPOSED OF IN THE DUMPSTER LOCATED IN THE 200 BLOCK EAST DONEGAN STREET. THE AREA MUST BE LEFT IN THE SAME CONDITION THAT IT WAS FOUND.

INSURANCE/HOLD HARMLESS: Vendor releases and holds harmless the City of Seguin and Downtown Business Alliance. Vendor acknowledges that the City of Seguin and Downtown Business Alliance is not responsible for loss or damage or for any personal injuries to booth workers.

CANCELLATION: If event is cancelled by the Main Street Program or Downtown Business Alliance due to bad weather or any other catastrophic occurrence no refunds will be granted. A refund of the booth fees is available if written notification is given 21-or more days prior to the show. The \$25 Temporary Food Permit fee is non-refundable.

VENDOR PARKING: Vendors are required to park at least TWO BLOCKS away to free up parking for shoppers. Parking is available at the City Hall parking lots located at the corner of River and Mountain Streets. A parking flyer with a map will be provided with your booth confirmation.

REVISED: 7-30-2023 - GUIDELINES SUBJECT TO CHANGE.

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***Please submit your application at
least 14 calendar-days prior to the event***

Environmental Health • 108 E. Mountain Street • Seguin, TX 78155
Janna Phanthaphonsy • (830) 386-2214 • jphanthaphonsy@seguintexas.gov
Terrance Root • (830) 401-2432 • troot@seguintexas.gov

APPLY FOR TEMPORARY FOOD PERMIT AT portal.seguintexas.gov

Temporary Food Establishment Self-Inspection Checklist

PRE-OPENING REQUIREMENTS:

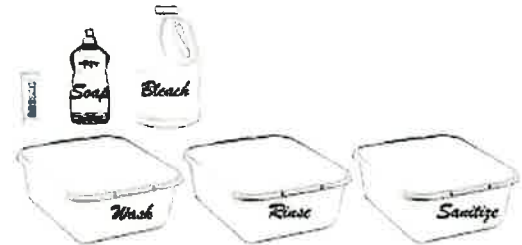
Mark ✓ all applicable items **BEFORE**
any food preparation begins.

- ☐ Valid Temporary Event Permit and completed Self-Inspection checklist posted in booth.
- ☐ At least one Certified Food Handler (or Manager) present throughout the event.
- ☐ Booth with suitable water repellant roof, sides (*minimum of mesh sides*), and flooring of concrete, asphalt, tight-fitting wood, or a tarp.
- ☐ Approved source of enough potable (drinkable) water for food prep, hand washing, cleaning, and sanitizing of equipment.
- ☐ Accessible hand wash station is set up and ready to use inside the booth.
 - Approved water source from a container with a spigot that can lock in the open position,
 - hand soap,
 - paper towels, and

- discard bucket.



- ☐ Utensil handwash station is set up and ready-to use inside the booth.
 - 3 containers large enough to hold the largest piece of equipment or utensil.



- ☐ Adequate equipment provided to hold ALL:
 - Cold food cold, at or below 41F
 - Hot food hot, at or above 135F
- ☐ Foods/Ingredients from an approved source.
 - **NO FOODS/INGREDIENTS (including slicing, chopping) DONE IN A PRIVATE HOME.**
 - Be prepared to provide receipts/invoices.

FOOD BOOTH STRUCTURE & OPERATIONS

- ☐ Booth large enough to accommodate all food and equipment.
 - No food prep allowed outside booth.
 - BBQ pits and deep fryers may be placed outside booth, but all cooked foods must be taken back inside food booth.
- ☐ All foods stored inside the structure.
- ☐ All condiments (mustard, ketchup, etc.) must be available in single service packets or dispensed from sanitary automatic dispensers.
- ☐ All food contact surfaces must be kept clean and in good repair.
- ☐ Only single-service items are to be provided for customer use.
- ☐ All foods, containers, utensils, etc., must be stored a minimum of 6" above the ground.
- ☐ Properly dispose of wastewater and trash.
- ☐ Live animals are not allowed in cooking area.
- ☐ Children that are under the age of 14 are not permitted to work or be in the booth.
- ☐ Ice for food and ice for consumers must be separate.

☐ Open, unprotected displays of food or beverages are not permitted at outdoor events.

☐ Adequate restroom facilities must be accessible for personnel.

☐ Booth shall be cleaned daily.

FOOD HANDLING

- ☐ Wash hands before handling food and between tasks.
- ☐ Must have calibrated probe-type thermometer provided to monitor cooking and holding temperatures.
- ☐ Frozen foods thawed in cooler or cold running water.
- ☐ Potentially hazardous foods not left out at ambient temperatures for more than 4 hours.

EMPLOYEE HABITS

- ☐ Employees have no open sores or not affected with communicable disease.
- ☐ Food handlers are wearing clean clothing and hair/beard restraints.
 - No ornate hand jewelry.
- ☐ Food handlers with false nails or polish should wear gloves.
- ☐ No eating, drinking or tobacco use inside the booth or BBQ/deep fryer area.

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PLANNING & CODES

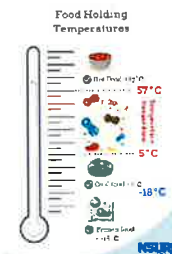
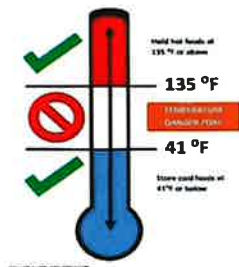
CITY OF SEGUIN TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

The primary goal of City of Seguin is to protect the public's health. To accomplish this, the City Health Inspectors inspect and permit all temporary food establishments to ensure the minimum requirements of the Texas Food Establishment Rules (TFER), 25 Texas Administrative Code §228, are met. The TFER defines a temporary food establishment as a food booth at a temporary event that operates for no more than 14 consecutive days in conjunction with a single event or celebration. A temporary food establishment includes any booth at a temporary event that stores, prepares, packages, serves, or vends unpackaged food and/or drink including ice. These requirements also apply to Farmers' Market Vendors (FMV) per Texas Health & Safety Code §437.

IF ANY OF THE FOLLOWING REQUIREMENTS ARE NOT MET AND CANNOT BE CORRECTED IMMEDIATELY, THE ESTABLISHMENT MUST CEASE OPERATIONS.

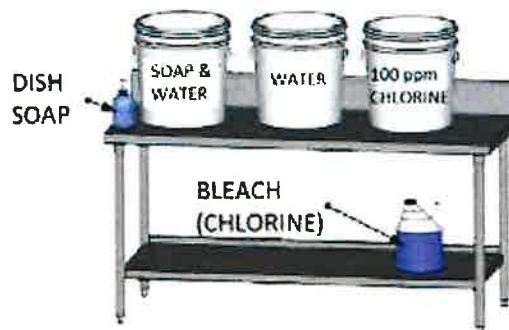
FOOD PREPARATION

- Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. Food prepared in a private home is not allowed.
- The Texas Food Establishment Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and other Meats-145°F.
- All potentially hazardous food products must be stored at 41°F or lower or at 135°F or above. A metal stem thermometer (0°F to 220°F) must be available at the stands that sell potentially hazardous food.
- Food, including ice, must be stored in clean, sanitized, covered containers, and protected from contamination. Loosely packaged foods may not directly contact ice if water can penetrate the package.
- Only single-service, disposable items are to be provided for customer use. All food, food containers, utensils, napkins, beverage cups, straws and other single-service items must be stored at least six inches above the floor and protected from insects and contamination.



EQUIPMENT

- Food preparation utensils must be durable.
- Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods.
- Sneeze guards and barriers should be used to protect exposed food and food work surfaces from customers.
- The booth must have a ware washing set-up with 3 containers large enough to immerse the largest piece of equipment, sanitizer available on-site, and a means to heat water to wash, rinse, and sanitize food contact equipment and utensils.
- The booth must have a handwash set-up with warm water in a spigot container, soap, paper towels, and catch pan. Booths selling only commercially pre-packaged foods in their original containers are exempt from a handwash set-up.



EMPLOYEES

- Workers that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but shall not be a substitute for hand washing.
- The booth must have at least one person on-site who has a minimum of a state accredited Food Handler Certification.
- Effective hair restraints, including hairnets and caps are required in food preparation and serving areas. Food, beverage, and tobacco consumption is prohibited inside food booths. Gum chewing is also prohibited in food preparation and serving areas.
- Unauthorized personnel such as small children are not permitted in booths.

FACILITY/BOOTH CONSTRUCTION

- Water must come from an approved source for food preparation, handwashing, ware washing, and sanitizing.
- Waste disposal facilities or containers must be provided to retain all liquid and solid waste and wastewater.
- Floors shall be constructed of concrete, asphalt, dirt, or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority, such as but not limited to tarps.
- Overhead protection above food preparation areas shall be constructed of wood, canvas, or other materials to protect against the weather.
- Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.
- Adequate toilet facilities must be accessible for workers.

ADVISORY: Section 228.222 (a) of the Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or TCS foods, and when no health hazard will result, may waive or modify requirements of these rules.” Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

How to Set Up a Temporary Event Booth

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

BOOTH: A self-contained individual area of food handling. A booth cannot be divided by customer walkways.

Approved Booth Requirements

- ☐ **FOOD SOURCE:** Prepare onsite or get from permitted food business. NO FOOD PREPARED AT HOME.
- ☐ **HANDWASHING STATION:** Soap and Single-Use Towels with either a Temporary Handsink, or a Free-flowing Water Dispenser with Flip Spout (**NOT push-button**) and a Catch Bucket for Wastewater.



Approved Flip Spout



NO Push-Button Spout



- ☐ **DISHWASHING STATION:** 3 pans 1) Soapy Water, 2) Clean Rinse Water, and 3) Sanitizer with Test Strips
Example: Mixture of Water & Bleach so that a Chlorine Test Strip measures between 50 - 100 ppm.
- ☐ **THERMOMETER:** Metal Stem (0° F to 220° F).
- ☐ **WASTEWATER DISPOSAL:** Only in the Sanitary Sewer.
NO STORM DRAIN DISCHARGE. NO POURING ON GROUND.
- ☐ **OVERHEAD PROTECTION AND SIDES OR NETTING FOR INSECT CONTROL** Required when outdoors



PROPER FOOD TEMPERATURES (minimum)

Cooking:

- Raw Chicken – 165° F
- Raw Hamburger Meat – 155° F
- Raw Pork & Beef – 145° F

Hot-holding: 135° F or hotter
Cold-holding: 41° F or colder